



# change\_password



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## Settings &gt; Update Profile

## Update Profile

Update any fields you wish to change. Blank fields will not be updated. Fields with an asterisk ( \* ) are required.

**\*Current Password:**  • Enter current password to continue.

**New Password:**  • 6-9 characters using 3 of the following:

- UPPERCASE letters
- Lowercase letters
- Numbers (0-9)
- Special characters

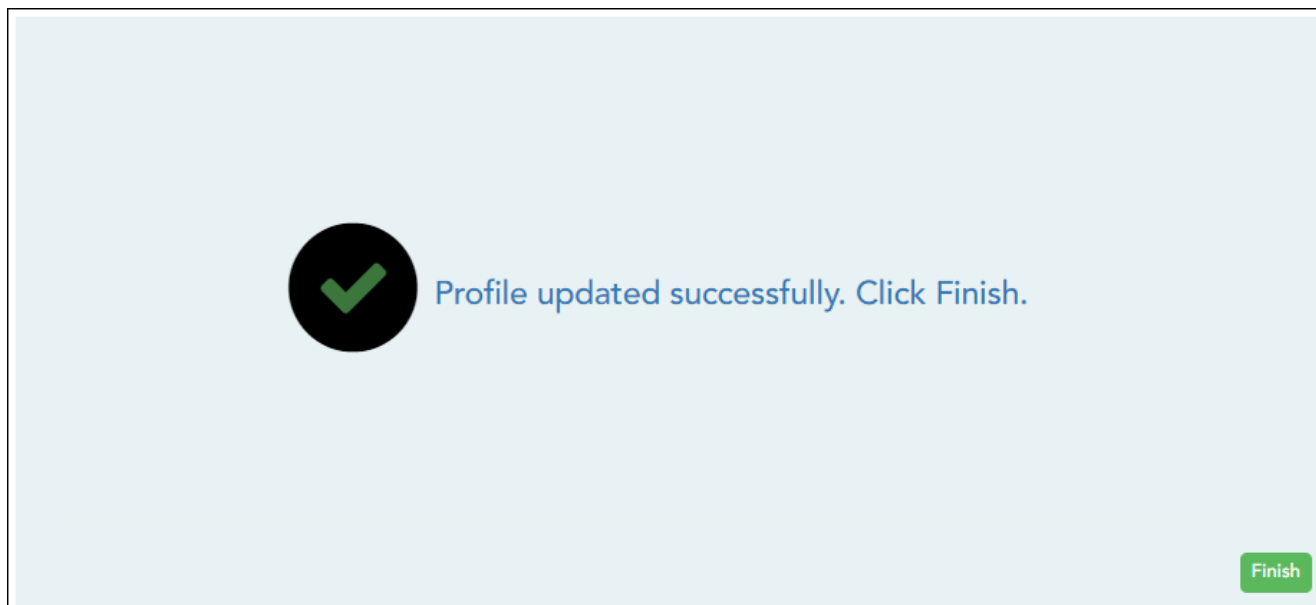
**Confirm Password:**  • Password must match entry in password field exactly (case sensitive)

**New PIN:**

<b>Current Password</b>	For added protection of this information, you must type your current password to update data on the <a href="#">Update Profile</a> , even though you have already logged on to TeacherPortal. <b>IMPORTANT:</b> If you have three unsuccessful attempts to access the page (invalid password), you will be logged out of your account. If this occurs, contact your campus administrator to have your account reset. To exit without saving any changes, click Home or any other menu item to go to another page.
<b>New Password</b>	To change your password, type a new password. Requirements: Between 16 and 46 characters. Must include at least one of each of the following character types: <ul style="list-style-type: none"> <li>• Uppercase letters (A-Z)</li> <li>• Lowercase letters (a-z)</li> <li>• Numbers (0-9)</li> <li>• At least one allowed special character</li> </ul> Forbidden characters: space, !, ?, *, &, ^
<b>Confirm Password</b>	Retype the password exactly as you typed it above. This step confirms that you typed your password as you intended.

Click **Next**.

If you did not select **Update Hint Questions**, the Success page is displayed.



Click **Finish**.

You are redirected to the Announcements page.